

AFCARS Reporting:
Entering AFCARS Data in WiSACWIS User Guide
Updated 02/24/2003

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1. Introduction

State child welfare programs and those administering child welfare services are responsible for meeting federal reporting requirements associated with their Adoption and Foster Care Analysis and Reporting System (AFCARS).

This document will describe how and where each AFCARS data element is captured in WiSACWIS.

1.1 Case Maintenance Window

WiSACWIS Field	AFCARS Element	Definition
County	#3	Local FIPS Code (County of jurisdiction or where jurisdiction would be located, i.e. for the Regional Adoption Program)

Maintain Case

Case

Last/Provider: Homemaker Number: 9221012
 First: Suzy Initial: Open Date: 02/16/2002
 Status: ☒ Open ☐ Closed ☐ Reopen

Participants | Address | Collaterals | Closing History

Basic

Case Type: CPS Family Description: Married Couple
 County: Milwaukee Site/Region: Milwaukee-Site 1
 Number of Household Members: CARES Case Number:
 County Case Number:

OK
Cancel
Person...
Options

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal Status
Homemaker, Alpha	Y	Active	05/01/1996	Male	Biological Child	None
Homemaker, Bob	Y	Active	10/01/1952	Male	Present Spouse	None
Homemaker, Bravo	Y	Active	12/30/1998		Biological Child	None

1.2 Person Management Window – Basic Tab

WiSACWIS Field	AFCARS Element	Definition
Birth Date	#6	The Date of Birth for the child
	#45	The Date of Birth for the child's Primary Caretaker, from whose home the child was removed
	#46	The Date of Birth for the child's Secondary Caretaker, from whose home the child was removed
	#50	The Date of Birth for the child's current/most recent Foster Parent 1
	#51	The Date of Birth for the child's current/most recent Foster Parent 2
Primary Race & Race fields	#8a-f	The Race(s) of the child
	#52a-f	The Race(s) of the child's current/most recent Foster Parent 1

WiSACWIS Field	AFCARS Element	Definition
	#54a-f	The Race(s) of the child's current/most recent Foster Parent 2
Hispanic/Latino	#9	The Hispanic/Latino Ethnicity designation of the child
	#53	The Hispanic/Latino Ethnicity designation of the child's current/most recent Foster Parent 1
	#55	The Hispanic/Latino Ethnicity designation of the child's current/most recent Foster Parent 2

Person Management - 'Delta Mia' ID: 9221074

Tabs: Basic | Additional | AKA Names | Address | Relationship | Kinship/AFCARS | Background Check

Name
 Prefix: [Dropdown] First Name: Delta MI: [Dropdown] Last Name: Mia
 Suffix: [Dropdown] Save as AKA: ☐ Yes ☒ No

Basic
 Gender: Female ☒ U.S. Citizen SSN: - -
 Birth Date: 02/16/1994 Birth Place: [Dropdown] Death Date: 00/00/0000
 Commitment #: [Dropdown] County Person ID: [Dropdown]

WI Resident: Yes ☐ Interpreter Required: ☐
 Religion: [Dropdown] Primary Language: English [Dropdown]
 Marital Status: [Dropdown]

Ethnicity
 Primary Race: [Dropdown] Race: Native Hawaiian/Other Pac [Dropdown]
 Race: White [Dropdown] Ethnicity: [Dropdown]
 Hispanic/Latino: No [Dropdown] Indian Tribe: [Dropdown]
 Indian Tribe 2: [Dropdown] Tribal Reference #: [Dropdown]

Buttons: OK, Cancel, Help

1.3 Person Management Window– Additional Tab

WiSACWIS Field	AFCARS Element	Definition
Child was Previously Adopted	#16	Indicates whether the child was Adopted prior to being placed in Out of Home care.
Age Adopted	#17	If Adopted, this field designates the child's age at time of adoption

Person Management - 'Amy Abby' ID: 21000

Basic | Additional | AKA Names | Address | Relationship | Kinship/AFCARS | Background Check

Person Information

Child's Mother: Abby, Alice
Spouse:

Child's Father: Smith, Christian
Spouse:
Status:

Child's Guardian (1):
Child's Guardian (2):

Child was Previously Adopted: Yes ☐ **Age Adopted:**

☐ Person was a Maltreater ☐ Child was Abandoned HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the U.S.
☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:
Client Characteristics 2:
Client Characteristics 3:

OK
Cancel
Options
Help

1.4 Person Management Window – Kinship/AFCARS Tab

WiSACWIS Field	AFCARS Element	Definition
Child has a Clinically Diagnosed Disability	#10	Indicates whether the child has a clinically diagnosed disability
Disability Type checkboxes	#11-15	If the child has a clinically diagnosed disability, use these fields to indicate what type of disability

Person Management - 'Amy Abby' ID: 21000

Basic | Additional | AKA Names | Address | Relationship | Kinship/AFCARS | Background Check

Child Information

☐ Child is a Teen Parent CARES PIN:
☐ Teen Parent's Child Resides with Him/Her
☐ Teen Parent's Child Receives a Kinship Payment Monthly Amount of any Child Unearned Income: \$0.00
☐ Child Receives a Disability Payment

Child's Parental Information

Mother's Current Status: Father's Current Status:
Current Relationship of Parents to Each Other:
☐ Mother TPR ☐ Father TPR

Child's School Information

☐ Child is Currently Enrolled in School School District:
Child's Highest Grade Level Completed:

Child's Disability Information

Child has a Clinically Diagnosed Disability:

☐ Mental Retardation ☐ Physical
☐ Emotionally Disturbed ☐ Visually/Impaired
☐ Other Medically Diagnosed Conditions

Yes
No
Not Yet Determined

OK
Cancel
Help

1.5 Out-of-Home Placement Window

WiSACWIS Field	AFCARS Element	Definition
Date Removed from his/her Home	#18 & 21	These fields mark the begin date of placement episode due to a court order or Voluntary Placement Agreement (VPA). Element #18 marks the child's very first removal from home due to a court order or VPA. Element #21 marks the child's most recent removal from home due to a court order or VPA.
N/A	#19	This is a computed field. It counts the total number of times the child has been removed and placed in Out of Home Care due to a court order or VPA.
Placement Begin	#23	This field marks the begin date of the child's most recent Out of Home Care placement setting.
N/A	#24	This is a computed field. It counts the total number of placement settings the child has been in since and including the placement shown in #21.
Removal Manner	#25	This indicates the removal manner (e.g., court order or VPA) at the time of the most recent removal from home.
Placement Status	#41	The child's current placement setting (Shelter, Foster Home, etc.)
Caretaker Structure	#44	This indicates the structure of the child's Caretaker at the time of most recent removal from home.
Primary Caretaker	#45	The Date of Birth for the child's primary caretaker is pulled from this person's Person record.
Secondary Caretaker	#46	The Date of Birth for the child's secondary caretaker is pulled from this person's Person record.

Out Of Home Placement

Child
 Child: Appleton, Alvin Case Name: Appleton, Claire Request Number:

Service **Provider**

Placement Begin
Placement Begin Date: 01/02/2003 **Placement End Date:** 00/00/0000
Date Removed from his/her Home: 01/02/2003 **Estimated End Date:** 00/00/0000
VPA Date: 00/00/0000 **County:** Milwaukee
Service Category: Fstr Hm General
Service Type: F.H. - Gen. License 0-4
Placement Status: Dtn(A)
☐ This is a CPS Non-Conforming Placement
☐ This is an Adoptive Placement
 Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A
☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement
 Child Specific Rate: .00
 Supplemental Points:
 Administrative Fee: .00
 Exceptional Amount: .00
 Supplemental Points Amount: .00

Child Removal From Home Information
Manner: Court Ordered **Primary Caretaker:** Claire Appleton
Caretaker Structure: Single Female **Secondary Caretaker:**

OK
 Cancel
 Options
 Approval
 Text...

1.6 Removal Reasons- Pop-up Window

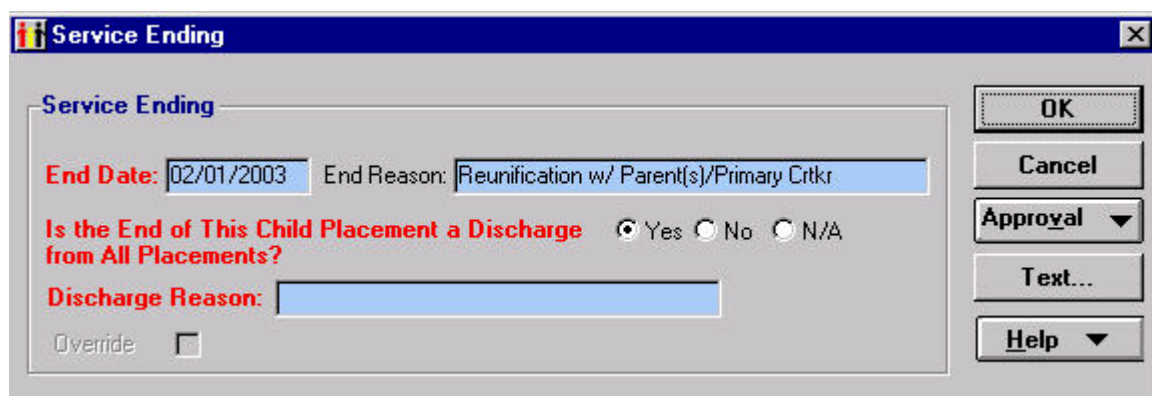
WiSACWIS Field	AFCARS Element	Definition
Removal from Home Reasons	#26-40	Indicates why the child was removed from their home (Check All Applicable Reasons)

1.7 Placement Service Ending- Pop-up Window

WiSACWIS Field	AFCARS Element	Definition
End Date & Is the end of this Child Placement a Discharge from All Placements?	#20	Where Applicable. This field marks the end date a placement episode made under the court order or VPA prior to the child's most recent removal from home due to a court order or VPA.
End Date & Is the end of this Child Placement a Discharge from All Placements?	#56*	Where Applicable. This field marks the end date of a placement episode made under the child's current court order or VPA.
Discharge Reason	#58*	Where Applicable. This field indicates the outcome of placements made under the child's current court order or VPA.

*

*For placement episodes that end for reason of adoption, i.e., that are not "Discharged," the discharge information is recorded when Adoption Finalization date is entered under the child's Legal Status window in WiSACWIS as presented in Section 1.11.



Service Ending

End Date: 02/01/2003 End Reason: Reunification w/ Parent(s)/Primary Crtr

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

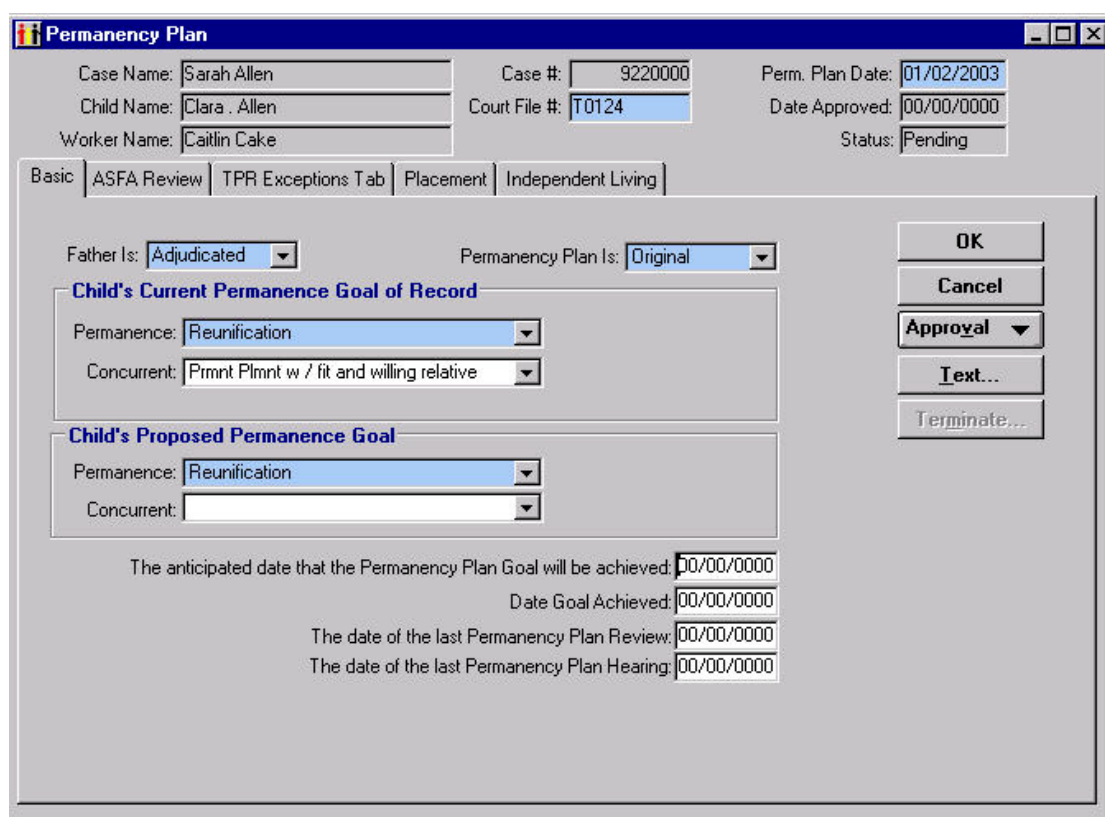
Discharge Reason:

Override ☐

OK Cancel Approval Text... Help

1.8 Permanency Plan

WiSACWIS Field	AFCARS Element	Definition
Child's Current Permanence Goal of Record	#43	Indicates the child's current permanence goal, or a proposed permanence goal when the goal of record has not been established. After 60 days in placement, the child must have at least a proposed permanence goal. After six months in placement, the child must have a current permanence goal.



Permanency Plan

Case Name: Sarah Allen Case #: 9220000 Perm. Plan Date: 01/02/2003
 Child Name: Clara . Allen Court File #: T0124 Date Approved: 00/00/0000
 Worker Name: Caitlin Cake Status: Pending

Basic ASFA Review TPR Exceptions Tab Placement Independent Living

Father Is: Adjudicated Permanency Plan Is: Original

Child's Current Permanence Goal of Record

Permanence: Reunification
 Concurrent: Pmnt Plmnt w / fit and willing relative

Child's Proposed Permanence Goal


Permanence: Reunification
 Concurrent:

The anticipated date that the Permanency Plan Goal will be achieved: 00/00/0000
 Date Goal Achieved: 00/00/0000
 The date of the last Permanency Plan Review: 00/00/0000
 The date of the last Permanency Plan Hearing: 00/00/0000

OK Cancel Approval Text... Terminate...

1.9 Administrative Review Meeting (Permanency Planning Review/Hearing Date)

WiSACWIS Field	AFCARS Element	Definition
Scheduled Date & Meeting Completed checkbox	#5	Indicates the date of the child's most recent Administrative Review Meeting or Judicial Review Hearing (Permanency Planning Review). There are three ways to document such a review: <ul style="list-style-type: none"> - Meeting window <ul style="list-style-type: none"> - Type: Planning – Administrative Review - Scheduled Date entered (<i>this can be past-dated</i>) - check the Meeting Completed checkbox
Legal Action, Hearing Date, & Verified checkbox	#5	<ul style="list-style-type: none"> - Legal Status <ul style="list-style-type: none"> - Legal Action: <ul style="list-style-type: none"> - Perm Plan Review (6 month) OR <ul style="list-style-type: none"> - Perm Plan Hearing (annual) - enter Hearing Date - check the Verified checkbox


MEETING

Type:
Subject:
☐ Cancel Meeting

Meeting Lead:
Subject Participant:
☒ **Meeting Completed**

Document | Notify

Meeting Session Details

☐ Check here if session cancelled

Scheduled Date:
Start Time:
End Time:

Location:

Review Date:
Person Requesting Change:

☐ Filing New Plan with Court

☐ Check if the recommendation different from the child's current goal. If yes, descibe below.

Meeting Issues/Statements

Meeting Request Details

Requested By:
Request Date:

OK
Cancel
Edit ▼
Options ▼
Text...

Legal Status

Case Participant
 Name : Brooks, Ruby Previous Legal Status : None

Court Outcome
 Legal Action: Permanency Plan Review (6 months) Verified?
 Result: Permanency Plan Reviewed/REPP Not F
 Applies To: Child
 Court: Family
 Court 2: Wisconsin Family Courts, Adams County: 402 Mair
 Court Number:
 Tribal Contact:
 Judge:
 Commissioner:
 Branch:
 New Legal Status: None
☐ Protective Custody
☐ Under Appeal

Hearing Date: 12/15/2002 ☒
 Date Filed/Served: 00/00/0000 ☐
 Date Order Entered: 00/00/0000 ☐
 Expiration Date: 00/00/0000
 Next Court Date: 00/00/0000
 Report Due: 00/00/0000 ☐
 Report Submitted: 00/00/0000

OK Cancel

1.10 Legal Status window with a TPR Dates for Father/Mother

WiSACWIS Field	AFCARS Element	Definition
Date of Mother's TPR	#47	Indicates the date of the parent's TPR.
Date of Father's TPR	#48	

Elements #47-48- Dates of Mother and/or Father TPR, if applicable

 Protective Custody
☐ Under Appeal

Hearing Date: 07/04/2002 ☐
 Date Filed/Served: 00/00/0000 ☐
 Date Order Entered: 07/15/2002 ☐
 Expiration Date: 00/00/0000
 Next Court Date: 00/00/0000
 Report Due: 00/00/0000 ☐
 Report Submitted: 00/00/0000

OK Cancel

1.11 Legal Status Window with a Finalized Adoption, i.e. Adoption Discharge

WiSACWIS Field	AFCARS Element	Definition
Adoption Discharge Date and Reason	#56 & #58	Indicates the date a child's finalized adoption. For AFCARS purposes, this date is used to signify a Discharge from a placement episode and the reason of Discharge to Adoption.

Legal Status

Case Participant

Name: Mia, Delta
Previous Legal Status: None

Court Outcome

Legal Action: Adoption Petition
Result: Motion Granted
Applies To: Child
Court: Family
Court 2: Wisconsin Family Courts, Clark County: 517 Court
Court Number: 02FA1679324
Tribal Contact:
Judge: Russ Shamburger
Commissioner: Shoeless Joe Jackson
Branch: 25
New Legal Status: Adoption finalized
☐ Protective Custody
☐ Under Appeal

Verified?

Hearing Date: 07/02/2002 ☒
Date Filed/Served: 00/00/0000 ☐
Date Order Entered: 07/30/2002 ☒
Expiration Date: 00/00/0000
Next Court Date: 00/00/0000
Report Due: 00/00/0000 ☐
Report Submitted: 00/00/0000

OK

Cancel

1.12 Home Provider Window- Home Tab

WiSACWIS Field	AFCARS Element	Definition
Foster Family Structure	#49	Indicates the foster family structure.

Home Provider

Basic

Number: 20212 Name: AAA Home Type: Foster Home Status: Active

Lcns. Type: State of WI Lcns. Agency: Unknown HSRS Number: 2204020212

Home Members Characteristics Services Training

Home Information

Parent 1: AAA Home Parent 2:

C/D:

Street: 123 Alpha Ave. Apt: Home: (123)123-4567 Ext: Work: (234)437-6362 Ext: Fax: () -

City: Milwaukee State: WI Zip: 53235

Country: United States

Emergency Contact Information

Name Phone () - Ext. Name Phone () - Ext.

Further Information

Primary Language: English ☐ EFT ☐ 1099 Form Required

Marital Status: Single Male ☐ FEIN ☐ SSN ☒ N/A

County: Milwaukee Parent Agency: AAA Home

County Provider ID

County: Milwaukee County Provider ID:

OK Cancel Text Options

1.13 Home Provider Window- Members Tab

WiSACWIS Field	AFCARS Element	Definition
Foster Family Caretakers	Supports #50-#55	Demographic data in the Person Management window are derived from the foster caretaker(s) designated in this window.

Home Provider

Basic

Number: 20212 Name: AAA Home Type: Foster Home Status: Active

Lcns. Type: State of WI Lcns. Agency: Unknown HSRS Number: 2204020212

Home Members Characteristics Services Training

Home Members

Name	Status	Gender	DOB	Role
AAA Home	Active	Male	01/01/1960	Parent 1

OK Cancel Options

Children in Placement

Name	Gender	DOB	Role
Bravo Homemaker		12/30/1998	Out of Home Placement

Payee Information

Payee Name(s): AAA Home

2. Conclusion

Each of the screens presented above address each of the AFCARS data elements for which errors will produce Tickler Notices. Please refer to the [User Guide-AFCARS Window](#) and [AFCARS Troubleshooting](#) document for additional information on how to address questions and concerns related to the AFCARS Exception Screen. The documents can be found on the WiSACWIS Knowledge Website at the following location:

http://apps.dhfs.state.wi.us/wisacwis/Knowledge_Web/helpdesk/afcars_help.htm